



# EMPLOYEES' STATE INSURANCE CORPORATION

“PANCHDEEP BHAWAN”

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www.esicwestbengal.org.

No. 41-W/11/15/11/2014-PMD

Date: 03.08.15

## OPEN TENDER NOTICE

### TENDER FOR FACE LIFTING WORK OF 2 NOS. N- TYPE (N5 - N6) STAFF QUARTER BUILDING OF E.S.I HOSPITAL, GOURHATI

The Sr.State Medical Commissioner (Eastern Zone), ESIC Kolkata invites sealed tenders from eligible Agencies for **Civil Work of face lifting work of 2 nos. N- Type (N5 - N6) Staff Quarter Buildings of E.S.I Hospital, Gourhati**. The Sr. State Medical Commissioner reserves the right to reject any or all the tenders without assigning any reason. The bidder has to submit a declaration under his signature and seal stating to complete the work as per tender condition and specification within the prescribed time limit.

Details of works for which tender is invited are as follows :

Sl No.	Name of work	Earnest money to be deposited	Time Limit
1	Civil Work for face lifting work of 2 nos. N- Type Staff Quarter Buildings of E.S.I Hospital, Gourhati	(2% of Quoted Rate)	60 days

- Tender Document Fee** : Non-refundable fee of Rs.250.00 (Rupees Two Hundred Fifty only) in the form of Bank Draft pledged in favour of SBI A/C ESI Corporation, payable at Kolkata.
- Sale of Tender Paper**: The tender paper will be sold in working hours from **04.08.15 to 23.08.15** from the Construction Cell Regional Office-Kolkata Panchdeep Bhavan 5/1 Grant Lane, Kolkata – 12. The same can also be downloaded from ESIC websites, [www.esic.nic.in](http://www.esic.nic.in) or [www.esicwestbengal.org/](http://www.esicwestbengal.org/) [www.eprocure.gov.in](http://www.eprocure.gov.in).
- Last date and time for submission of Tender** : **24.08.15 upto 2:00 P.M**
- Date & Time of opening Tender** : Tenders will be opened **24.08.15 at 03: 00P.M** in the office of the undersigned. Bidders or their authorised representatives may attend the same.
- In case the last date for tender declared as holiday, tenders shall be received and opened on the next working day. The time and venue shall remain unchanged.

**Senior State Medical Commissioner (EZ)  
Employees' State Insurance Corporation**

**General instructions for submitting tender for “ Civil Work for face lifting work of 2 nos. N- Type (N5 – N6) Staff Quarter Buildings of E.S.I Hospital, Gourhati .”**

Tenders complete in all respect, quoting rates must be deposited in the tender box kept in the First Floor of ESIC Regional Office, Kolkata, by hand or post on or before **24.08.15 up to 02.00 PM**. The tenders will be opened on **24.08.15 at 03.00 PM** in the presence of tenderers or their authorized representatives who may wish to be present on that day. In case tender opening day is declared as holiday, tenders shall be received and opened on next working day as per the above mentioned schedule. The site can be inspected and understood in consultation with our Engineers or **ESI Hospital, Gourhati** authorities on any working day during office hours (09.45 am- 06.15 pm) by the contractor/agency. Tenders received after the due date and time will not be accepted under any circumstances. The Sr.State Medical Commissioner (SSMC) reserves the right to accept or reject any or all the tenders with out assigning any reason(s) thereof.

The tenders should be submitted in sealed envelope addressed to **The Sr.State Medical Commissioner (E.Z.) Panchdeep Bhawan, ESIC Regional Office, 5/1 Grant Lane, Kolkata – 700012 (W.B.) with specific address of the tenderer. The envelope should be super scribed as “Tender for Civil Work for face lifting work of 2 nos. N- Type (N5 - N6) Staff Quarter Buildings of E.S.I Hospital, Gourhati due on 24.08.15 ”**. The tenders should preferably be typed in words as well as in figures free from erasing and error in typing. The tenderer along with seal of the firm must sign each page of the tender and affix seal of the company. A covering letter in contractors/agencies own letter head shall be attached with the tender indicating the list of enclosures.

The tender must enclose a ‘Demand Draft’ from any nationalized banks as earnest money drawn in the favour of SBI A/c ESI Corporation payable at Kolkata for an amount equal to 2% (Two Percent) of the Total quoted value of the tender. The EMD deposited with earlier if any will not be adjusted against this tender. Tender without EMD or less than 2% of the quoted value of work will not be accepted in any case. EMD shall be kept in a separate envelope super scribed as **“EMD to Tender for Civil Work for face lifting of 2 nos. N- Type (N5 – N6) Staff Quarter Buildings of E.S.I Hospital, Gourhati due on 24.08.15. ”** and placed inside the main envelope.

Tenderer must provide the Tel & Fax No. if any with the tender. The tenderer is required to submit an undertaking as per the Performa enclosed on Annexure III on a non– judicial stamp paper of Rs.10/-. The tender must include all the documents as mentioned in the checklist attached as Annexure-VI.

Tenderer must enclose Photocopies of Valid Trade License, VAT/Excise Registration Certificate & PAN Card. Tenderers must also enclose documents showing:

1. Experience in doing similar type of work within the last three financial years in Govt. Sector Institutions/Govt. Undertakings (Work Completion Certificates are required and not just LOI or Work order Copies).
2. Copies of latest ESIC/EPF challan deposits. (if applicable to the Agency)
3. Copy of valid trade license.
4. One similar work of value not less than 80% of the value of work to be executed (per annum) or Two similar works of value not less than 50% of the value of work to be executed (per annum) for each job in last three years.

The rates quoted in ambiguous terms such as “Freight on actual basis “ or “Taxes as applicable etc” or “packing forwarding etc”/ Govt. taxes as applicable etc will make their bid liable to rejection. The rates/ amount should be quoted in I.N.R. The price should be all inclusive lump sum price offered for each item including cost of the equipment, freight, insurance packing forwarding etc. and including charges for installation and commission with all the men and material required for the same.

**Sr.State Medical Commissioner (EZ)  
Employees' State Insurance Corporation**

**Terms and Conditions Governing Contract**

The Sr.State Medical Commissioner (E.Z.), ESIC, Kolkata does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you.

**Performance Guarantee/ Security Deposit:** - As soon as LOI/Supply/Work Order is issued to the successful contractor, the contractor will submit a performance guarantee equivalent to 10% of the total contract amount within 7 days, which will be valid up to 60 days beyond the date of completion of all contractual obligations including defect liability period. Defect- liability period will be one year from the date of installation/completion of work.

**Agreement:-** The successful bidder has to sign an agreement with the E.S.I.C in stamp paper of appropriate value. The details of agreement can be seen and understood from the Construction Cell, R.O. Kolkata during office hours. Tender condition will be a part of agreement.

**The manpower deployed** shall always remain the employees of the contractor and it shall be the responsibility of the contractor to comply with the minimum wages act and other statutory liabilities. Materials used for the work has to be shown and got approved from Engineers **ESI Hospital**, prior to use. The contractor shall be responsible for ensuring compliance with the relevant labour laws and all other applicable laws that may be in force from time to time during the entire period of contract.

**The contractor shall not sublet transfer or assign** the contract to any part thereof without the written permission of the SSMC. In the event of the contractor contravening this condition, The SSMC may be entitled to place the contract elsewhere on the contractor's account at his risk and the contractor shall be liable for any loss or damage, which the SSMC (E.Z.), ESIC Kolkata may sustain in consequence or arising out of such replacing of the contract.

**Assistance to contractor:** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.

**Payment:-** Payment will be made for the work on satisfactory completion, inspection and measurement by E.S.I.C Engineer. Bills will be paid through NEFT/RTGS on satisfactory performance of the contract (else the amount will be confiscated). S.T/ VAT/ Labour welfare cess and other government taxes as applicable will be deducted from the bill of the agency.

**Penalty for delay in completion of work:** - If there is delay in completing the work, contractor shall be liable to pay liquidated damages in the form of deduction of 1.25% of total cost of work/supply for every week of delay or part thereof subject to maximum of 5% of total cost of work.. If the work is not completed within the approved extended time by competent authority, his security deposit may be forfeited and tender may be cancelled. Part work done by the agency if any will not be measured and paid. There will not be any leniency regarding timely completion of the work. Work has to be carried out as per CPWD/DGS&D specification and otherwise specified by the Department.

**Arbitration:** - In case of any dispute, the difference arising out of the agreement, the same shall be referred to the sole arbitration of the Chief Engineer, ESIC and his decision shall be binding on both the parties.

**Sr.State Medical Commissioner (EZ)  
Employees' State Insurance Corporation**

**Format of undertaking to be submitted along with Tender**

The following may be printed or handwritten on a stamp paper worth Rs. 10/- and submitted along with the tender, with out which the tender is liable to be rejected.

**Undertaking**

1. I the undersigned hereby declare and affirm that I have gone through the terms and conditions mentioned in the tender document and under take to comply with all the terms and conditions.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract.
3. That the earnest money of Rs . ..... deposited by me vide Demand Draft No. .... Dt. .... drawn on ..... (Name of the Bank) is attached herewith.
4. That I/ We authorize The SSMC (E.Z.) ESIC, Kolkata to forfeit the security deposit money submitted by me/us if any delay or failure to supply the article/completion of the work to the satisfaction of the hospital authority. Within the stipulated time of the items of desired quality.
5. That I will be in the position to provide contract as per the work explained to me to the satisfaction of the Hospital authority.
6. That there is no vigilance/CBI case or court case pending against me/ my firm debarring me/my firm to undertake contract work/ supply of items quoted.
7. That I hereby undertake to carry out the work as has been explained to me to the satisfaction of hospital authority with in stipulated period.
8. I have been informed that The SSMC (E.Z.), ESIC, Kolkata has the right to accept or reject any or all the tenders without assigning any reason thereof.
9. I am ready to sign the agreement with the ESIC which was shown to me.

**STAMP**

**Signature & Address of the Tenderer**

**TENDER APPLICATION FORM**

<b>S.No</b>	<b>Items</b>	<b>Details of Bidding Agency</b>
1	Name and full postal address of the Contractor/Agency	
2	PAN No.	
3	TIN No.	
4	ESI/EPF Reg.No. (If applicable)	
5	Telephone/Mobile No.	
6	Fax No.	
7	E-Mail Address (if any)	
8	Bank Name and Branch	
9	Bank Account No.	
10	Bank IFSC No.	
11	Are you in the list of approved contractors of any other organizations/institutions, if any give details (Append extra page if necessary):-	
12	Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):-	
13	Any other information which you consider necessary to furnish	

**Date:-**  
**Place:-**

**(Office seal of the tenderer)**

**Signature of the tenderer:-**  
**Full Name:-**  
**Designation:-**

**Annexure:- VI**

**COMPULSORY DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER**  
(Checklist)

The following documents must be submitted along with the tender, without which the tender is liable to be rejected. The tender must make a tick against each of the following documents submitted.

(Please Tick the applicable boxes)

1. EMD worth Rs..... dated.....drawn from.....
2. Copy of documents showing prior experience.
3. Copy of PAN Card.
4. Copy of VAT/Excise/other Registration Certificates.
5. Copy of Latest Challan/Registration of ESIC/EPF (if applicable)
6. Copy of Trade License/Documents showing the validity of Trade -license
7. Undertaking in Stamp Paper worth Rs.10/- as mentioned in Annexure-III (Page no.3).
8. All the tender documents from Page no.1 to 8 with signature & stamp of party on each page.
9. List of works completed by the agency in the last 3 years and ongoing works.
10. .... (Any other Document/Information, if necessary).

**Name:**

**Signature:**

**Stamp:**